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DD/S

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57-1141

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4 APR 1957

MEMORANDUM FOR: Director of Training

SUBJECT: Reduction of Administrative Workload

REFERENCES: (a) Book Dispatch [REDACTED]
(b) [REDACTED]

25X1A

1. Reference (a) is a book dispatch sent to all Field Stations by the Deputy Director (Support) requesting suggestions as to what reports are a burden and appear unnecessary or over-complicated, and what administrative Regulations, Directives or Procedures appear to be excessively burdensome. [REDACTED] reported by reference (b) that "the responsibility placed on the Chief of Station by [REDACTED] paragraph 3.b. to report semi-annually on the language proficiency of individuals authorized to take training is impractical and probably unnecessary. It is recommended that the entire report be discontinued. If some of the information on language training is absolutely essential for Headquarters records, then the proficiency and training objective requirement should be eliminated."

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25X1A

3. Please advise this Office if such a report can be eliminated or reduced to an annual submission, or, if not, submit detailed justification for its continuance as now required so that this Office may prepare an explanatory dispatch to the Field.

25X1A

SIGNED

25X1A

[REDACTED]
Special Assistant to the
Deputy Director (Support)

SA-DD/S:WED:ecb (3 Apr 57)

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